

Site Visit Programmatic Questions

Helping Hand – August 25, 2015

1. Update Report

- Review your two most recently submitted Update Reports: are you meeting Report Count goals?
- Note any significant differences between the reports: are programs stable? Improving? What do the reports indicate about progress in your programs?

2. Work Plan

- Review your 2012-16 grant application's description of the program you are asking to be funded. Note the services and activities you said you would provide and the number of clients you would serve.
- Prepare a short summary of your current program(s) and the number of clients being served. How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since October, 2012? Is there anything particular you want to share about your current program to explain its current status?
- Do you anticipate making any changes to the 2015-16 Work Plan? If so, in what way and for what reasons?

HH is carefully following the PA Grant Application, and haven't removed any programs or services. They are working to increase proper use of Child Passenger Seats (Car Seats). They do significant amounts of community and client outreach and Car Seat Safety was the focus of our fully staffed outreach booth at the Nobles County Fair.

3. Fiscal Review

- Review of the 2014-15 expenditures spreadsheet
- Have you or do you intend to revise your 2015-16 budget justification? Keep in mind that the current budget justification remains in effect until a revision is approved.
- Review the guidelines regarding expectations for invoice and verification submissions (attached), and the new requirement to submit both to financial for invoice payment. Review MDH's efforts to move to paperless invoicing.
- If your Financial Reconciliation has taken place, the findings will be reviewed. A review has taken place with no significant findings.
- If you have an elevated risk designation, and your report cited any concerns, these will be discussed.
- N/A

4. Grant Closeout Form

- You will have an opportunity to review a draft of your Grant Closeout Form.

5. 2014-16 Evaluation (availability of items below depend on date of site visit)

- Your 2014 Evaluation Report Summary will be discussed.

- Your 2015-16 Evaluation Plan will be discussed. Any suggestions provided in your 2013-14 Report Summary should be included in the plan, if you are continuing the same evaluation. If you are planning a new evaluation, details will be discussed. A nutrition evaluation is being planned assessing the nutrition education currently being provided by the Center. A budget revision will be submitted for the use of the evaluation funding.

6. Positive Alternatives website

- The PA website is being/has been reconfigured. Its scope is reduced. Resources for grantees will remain basically the same.
- Consider providing suggestions for additions/deletions

7. Provide Updates

- Have you made any changes to your application Face Sheet data?
Changes were made and noted.
- Do you want to revise your website posting?
The director will review the website posting and send any changes if needed.

8. Issues specific to this granted

Obtaining consistent car seat training for staff has been an issue. Statewide car seat technician training has been hard to find especially being in SW MN.

9. Tour of Facility

- If your facility has been remodeled or updated with grant funds, be prepared to provide a tour of the area
- If grant-funded activity areas have been significantly altered, be prepared to provide a tour of the area
A tour of the Center was provided. They are located in a welcoming center located in the heart of the city being both easily accessible and having free parking.

10. How can MDH be more supportive of your program?

MDh could help get out the word for grantees on car seat technician training locations.

11. Other?

The Worthington community is extremely diverse and has a large number of undocumented clients. Often they are here completely alone, separated from their mothers by thousands of miles, and have complicated lives. These clients appreciate that HH provides pregnancy & childbirth education in Spanish. This continues to be important so that clients can be active & informed participants in their health care. They also mentor these clients on "Baby Basics" and cultural assimilation to parenting practices. HH provides an essential service in a rural setting for pregnant women and their babies that they would otherwise not be able to receive.